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ABSTRACT

This bibliography provides librarians and local government officials with information on managing both current and historical local records. The bibliography is selected, not comprehensive, and emphasizes Alaskan sources. Approximately 75 resources are listed in the following categories: (1) bibliographies; (2) books; (3) journals; (4) videos/audiovisual materials; (5) federal government publications; (6) Alaska State Archives and Records Management Services publications; (7) other Alaska state government publications; and (8) local government resources in Alaska, including ordinances, resolutions, manuals, and schedules. The most important items are starred. Many of the items, including a videotape recording, federal government publications, Alaska state publications, and local government resources, are briefly annotated. Resource persons in Alaska and professional associations are also listed. (KRN)

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RECORDS MANAGEMENT RESOURCES

FOR

LOCAL GOVERNMENTS IN ALASKA

Alaska State Archives and Records Management
Division of Libraries and Archives
Department of Education
State of Alaska
Juneau, Alaska
Third Edition 1991

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RECORDS MANAGEMENT RESOURCES FOR LOCAL GOVERNMENTS IN ALASKA

by

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Division of Libraries, Archives and Museums
State of Alaska

PURPOSE

The purpose of this bibliography is to provide librarians and local government officials with information on managing local records, both current and historical. This bibliography is selected, not comprehensive, and there is an emphasis on Alaskan sources. A star designates the most important item in the category. Unless otherwise noted, all of the material is available in the Alaska State Archives Library. Additional copies of the books (see Section IV. Books) can be found in the libraries cited.

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III. BIBLIOGRAPHIES

*A. McGee, Laura. Records Management Resources: An Annotated Bibliography for Local Governments. Rev. ed. Pasadena, California: International Institute of Municipal Clerks, 1987. 78p. An annotated bibliography of published local, provincial and state records management and records retention manuals.

B. "Bibliography for Certified Records Manager Examination," in Preparing for the CRM Examination: A Handbook by Mary F. Robek and Eldon L. Jones. Washington, D.C.: Institute of Certified Records Managers, 1983.

IV. BOOKS

A. Barber, Donald R. and Langemo, Mark. Filing Dynamics: Developments in Color Coding for Filing Systems. Emeryville, California: Marsdale Publishing Co., 1987.

B. Benedon, William. Records Management. Prentice-Hall, Inc.: Englewood-Cliffs, New Jersey, 1969. This out of print book is not in the State Archives.
69-010509
AK Oversize HF5736.B37
AkAU HF5736.B37
AkU HF5736.B37

*C. Dearstyne, Bruce. The Management of Local Government Records: A Guide for Local Officials. Nashville, Tennessee: American Association for State and Local History, 1988.
88-004004
Ak JS344.P77D4 1988

D. Jones, H.G. Local Government Records: An Introduction to Their Management, Preservation and Use. Nashville, American Association for State and Local History, 1975.
79-024743
Ak CD3024.J66
AkAU CD3024.J66
Ak S352.16 JON

E. Pederson, Ann, ed. Keeping Archives. Sydney, Australia: Australian Society of Archives, Inc., 1987.
88-147901
AkAU CD950.K44 1987
AkU CD971.K43 1987

*F. Ricks, Betty R. and Kay F. Gow. Information Resource Management. 2nd ed. Cincinnati, Ohio: South-Western Publishing Co., 1988.

G. Robek, Mary F., Gerald F. and Maedke, Wilmer O. Information and Records Management. 3rd ed. Encino, California: Glencoe Publishing Co., 1987.

H. Schellenberg, Theodore R. Modern Archives: Principles and Techniques. Chicago, Illinois: University of Chicago Press, 1975.
80-085902
AkAU CD950.S3 1956b
AkSJ CD950.S3

AkU CD950.S3

*I. Skupsky, Donald S. Recordkeeping Requirements. Denver, Colorado: Information Requirements Clearinghouse, 1988. Analyzes federal and state (including Alaska) statutes and regulations related to recordkeeping requirements, records retention, microfilm, computer records, and digitized images.

V. JOURNALS

A. Records Management Quarterly. Prairie Village, Kansas: Association of Records Managers and Administrators, Inc. Quarterly.

B. News Notes & Quotes: A Newsletter for Records and Information Management Professionals. Prairie Village, Kansas: Association of Records Managers and Administrators, Inc. Bi-Monthly.

C. The Turnagain ARMA News. Anchorage, Alaska: Association of Records Managers and Administrators, Inc., Anchorage Chapter. Monthly. Available from P.O. Box 100739, Anchorage, Alaska 99510.

VI. VIDEOS/AUDIO VISUALS

A. Guardians of the Public Record. VHS Videocassette. Nashville, TN: National Information Center for Local Government Records, a service of the American Association for State and Local History. This 13 minute program urges local officials to improve the management of records in their area and describes basic steps to do so. It is available for loan from the State Archives. The VHS Videocassette or slide-tape program is available for rent for one week for $10.00 from NICLOG/AASLH, 172 Second Avenue North, Suite 102, Nashville, TN 37201. The program may also be purchased (slide/tape is $45.00; 3/4 inch videocassette is $85.00; Betamax videocassette is $67.50 and VHS videocassette is $67.50)

B. Nebraska State Archives has several videos (VHS) available for loan. Contact Bill Ptacek, Director, Records Management Division, Nebraska State Archives, P.O. Box 9421, Lincoln, NB 68509, (Tel.402-471-2559). Titles of the videos are as follows:

COM & Cents
Raiders of the Lost File
Right on Schedule
Hot Times in the Courthouse
Quest for the Lost Ledger

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VII. FEDERAL GOVERNMENT PUBLICATIONS

The following publications are free from National Archives and Records Administration. Office of Records Administration. Records Administration Information Center, Washington, D.C. 20408, tel. (202) 724-1471.

A. Records Management Handbooks

1. Case Filing. Provides Federal agencies with procedures and guidelines for managing case files. Describes how to manage their creation, maintenance, and disposition. Also discusses how to select related equipment and supplies. 1983. NSN 76-01-118-8584

2. Disposition of Federal Records. Describes how to develop, implement, and evaluate records disposition programs in federal agencies. Includes the texts of federal laws and regulations affecting records disposition. 1981. NSN 7610-01-055-8704

3. File Stations. Explains how to establish and manage a coordinated network of file stations that will ensure better documentation and aid in records retrieval. 1980. NSN 76100-00-926-2129

4. Files Equipment and Supplies. Provides federal agencies with guidance in the selection and management of equipment and supplies appropriate for use in filing and retrieving textual and nontextual records. 1981. NSN 7510-01-05508703

5. Files Operations. Explains how to arrange and maintain records effectively and efficiently. Includes guidelines for files operations, rules and captions for alphabetic filing, and a glossary of files terms. 1981. NSN 7610-00-985-6973

6. Subject Filing. Explains how to arrange general correspondence and related records. Includes a model subject file classification system for administrative records common to most federal agencies. 1981. NSN 7610-00-926-2128

7. Federal Archives and Records Centers. Assists agencies in using federal records centers. Provides information about retiring record, using records in center custody, and disposal and transfer to the National Archives. 1970. NSN 7610-00-298-6904

B. Other Publications

1. Evaluating Files Maintenance and Records Disposition Programs. A self-inspection guide for federal agencies. A series of questions to help agencies evaluate filing and records disposition programs and practices. 1988.

2. Evaluating a Vital Records Program. A self-inspection guide for federal agencies. Explains how to assess the management of an agency's vital records, including both emergency operating records and records essential to protection of the rights and interests of the agency. 1983.

3. General Records Schedules (with supplements.) These schedules provide disposition standards for records common to several or all agencies of the federal government. 1988.

4. For the Record: Guidelines for Official Records and Personal Papers. A brief introduction to federal records, primarily for the use of newly appointed federal officials. 1988.

5. RECORDFACTS. Spells out basic recordkeeping responsibilities and lists sources of further information. 1986.

6. Your Records and the National Archives. The pamphlet discusses the differences between storing records in a federal records center and transferring them to the National Archives' legal custody. 1987 edition.

7. RECORDFACTS UPDATE. Newsletter issued three times a year. Contains reports on records management activities of the National Archives and federal agencies, a calendar of events, helpful hints, and other features.

VIII. ALASKA STATE ARCHIVES AND RECORDS MANAGEMENT SERVICES

A. General Information Publications

1. Leaflets

a. General Information. Brief description of the Archives and Records Management Services Program.

b. Management and Preservation of Public Records Act: AS 40.21. A copy of the statute establishing the state's public records program. Includes purpose; archives and records management program creation and administration; duties of the state archivist; duties of executive officer of state agencies; records management for local records; disposal and transfer of public records; assistance to legislative and judicial branches standards of clarity, accuracy and permanency of copies, alteration and replacement of public records; use of copies and replacements as evidence; and definitions.

c. Reading Room Rules. Describes rules and procedures for using archival records at the Archives reading room.

d. Records Management Services. Briefly describes records management services assistance available from the State Archives and Records Management Services.

2. Reports

a. Needs and Resources of Historical Records Repositories in Alaska: Final Report, 1984. Alaska State Historical Records Advisory Board. 61 p. In 1982 the Alaska State Historical Records Advisory Board surveyed and assessed the needs and resources of agencies and organizations maintaining historical records in Alaska. The survey examined state government records, local government records, historical records repositories, and functions of state-wide importance.

B.. Records Management Publications

1. Alaska Local Government: General Records Retention Schedules, 1987. General records retention schedules to guide local officials in creating schedules. Prepared by the Alaska State Archives Staff and a Records Management Steering Committee of the Alaska Association

of Municipal Clerks. Schedules include: Accounting and Finance; Risk Management; Purchasing and Property Management; Personnel Management: office Services; Legal (City Attorney); Mayor or Manager; Clerk and Governing Body; Planning and Zoning; Assessor, Permitting and Licensing; Buildings and Public Works; Police and Fire Protection; Library/Museum; Parks and Recreation.

2. Checklist for Use in Appraising Files Operations. 15 p. A "do-it-yourself" guide to appraising a filing system.

3. Management of Records: Records Retention Schedules. A leaflet to assist agency records personnel in establishing or revising retention schedules.

4. Management of Records: Guidelines for State Officials. A leaflet to assist agency executive officers with their records management program. Topics include archives and records legislation; responsibilities of state officials; definitions of records, personal papers, and confidential records; records used in evidence; computerized records; records disposition; records officers; records retention schedules.

5. Management of Records: Central Microfilm Services. A leaflet describing the Central Microfilm Services including systems analysis and design, source document microfilming, and repair or maintenance of equipment. Also contains a glossary of terms.

6. Records Management Manual, 1983. 43 p. A procedures manual for use by state agencies. Topics include: why Alaska has an archives and records management program; records retention schedules; transfer of records; reference services; disposition of records; central microfilm services; vital records program, archival services, commercial records centers. Appendices include: general administrative records schedule; vital records checklist; file equipment operating costs; and files management tips.

7. Records Management Handbook: Files and Filing. 1987. 75p. Originally prepared in 1983 by University of Alaska, Juneau School of Business under contract with the Alaska State Department of Administration, Division of Personnel. Training Section. Edited by the Alaska State Archives and Records Management Services in 1987. Practical handbook on filing. Includes: Introduction to filing and records

management; filing systems (alphabetic, geographic, chronological, number, subject, special); methods and procedures; planning, organizing and controlling a filing system.

C. Archival Finding Aids

1. Alaska State Archives: A Guide. 1987. This guide is a comprehensive finding aid to the permanently valuable records (i.e., archives) and will be updated as records are processed. It is composed of individual record group inventories. Record groups included are: Department of Revenue; Department of Labor; Department of Commerce and Economic Development; Department of Economic Development; Department of Community and Regional Affairs; Territorial Banking Board; State Legislature; Legislative Agencies; United States District Court.

2. Archives Leaflets Series

Statehood Committee Records in the State Archives;
Constitutional Convention Records in the State Archives;
Election Returns and Canvass Board Records;
Fox Brand Program, 1923-1943;
North Slope Haul Road Project, 1969-1974;
Fisherman's Work and Assistance Program, 1963-1954;
The Alaska Development Board, 1945-1961;
Public Welfare Records, 1937-1963;
Women's Suffrage in Alaska;
Capital Move Records, 1975-1982;
Department of Community and Regional Affairs, 1959-1982;
Alaska Court Records, 1884-1960;
1925 Serum Relay to Nome;
Rural Development Board, 1955-1959;
Documented Bear Stories in the Alaska State Archives;
Department of Revenue, 1959-1982;
Department of Labor, 1937-1982.

3. Index to Corporation Records. An alpha name index to approximately 30,000 defunct foreign and domestic corporation records located in the Alaska State Archives. The records date from 1900 to the present. The index is available for distribution on microfiche.

IX. OTHER ALASKA STATE GOVERNMENT PUBLICATIONS

Alaska. Dept. of Law.
Statutes Containing References to Public Records, Confidentiality, Disclosure, etc. 1988.
223p. A manual citing all statutes relating to confidentiality and disclosure of public records in Alaska. Updated annually.

X. LOCAL GOVERNMENT RESOURCES IN ALASKA

A. Ordinances /Codes/Resolutions/Schedules/Manuals

1. **Anchorage Municipality.**
Records Management Policy. (Policy/Procedure 52-1)
Records Retention Schedule. (Policy/Procedures 52-2)
Disposal of Records. (Policy/Procedure 52-3)
Filing of Records. (Policy/Procedure 52-4)
Custody of Records. (Policy/Procedure 52-5)
Filming of Records. (Policy/Procedure 52-6)
Archival Records. (Policy/Procedure 52-7)
Public Access to Records and Publications. (Policy/Procedure 52-8) 1986.

2. **Battles.** (City)
Chapter 2.7 Documents and Record (sic). Includes Document Approval; Documents to be filed with the State; Retention, Disposal of Public Records. Records Retention Schedule. 1990.

3. **Delta Junction.** (City?)
Records Classification. 1988. 10p.
A draft list of records series with retention periods.

4. **Elim.** (City).
Ordinance Number 86-6. Chapter 4. Public Records. Sections: Definitions; Ownership and Custody of Records; Duties of City Clerk; Public Records, Inspection and Copying; Confidential Records; Retention and Disposal.

5. **Fairbanks North Star Borough.**
Records Management Manual. 1989. 77p.
Includes resolution, ordinance, responsibilities (records manager, records clerk, department records coordinator); policies and procedures; records retention schedules.

6. **Haines Borough.**
General Records Retention Schedule. Adopted by the Haines Borough Assembly, October 18, 1988. Prepared by Shiela Smith/Borough Clerk. Adapted from Alaska Local Government Records Retention Schedule (1987). Includes Accounting and Finance; Risk Management; Purchasing and Property Management; Personnel Management; Office Services Functions; Legal; Office Management; Clerk and Governing Body; Planing and Zoning; Assessor, Permitting and Licensing; Buildings and Public Works; Borough Facilities and Fire Districts.

Ordinance 88-14. An Ordinance of the Haines Borough Providing Guidelines for the Retention, Disposal and Microfilming of Public Records. Adopted July 19, 1988.

Code Chapter 01. Section 01.30.240. Retention, Disposal and Microfilming of Public Records. July 19, 1988.

Resolution #270. A Resolution of the Haines Borough Establishing Records Retention Schedules as Authorized in Sec. 01.40.010 of the Haines Borough Code. October 18, 1988

7. **Kaktovik.** (City)
Chapter 1.24. Public Records. Sections: Definitions; Ownership and Custody of Records; Duties of City Clerk; Public Records; Inspection and Copying; Confidential Records; Retention and Disposal.

8. **Kenai.** (City)
Records Manual and Retention Schedule. 1985. Includes instructions, file patterns; alpha-index; retention schedules; storage; and ordinance.

9. **Kenai Peninsula Borough.**
Records Management; a Reference Guide. 1980. Includes resolution, ordinance, files classification and procedures, micrographics and records procedures, alpha-numeric index, records retention schedules.

10. **Kodiak.** (City)
Code Chapter 2.36. Public Records. June, 1988.

Resolution 8-87. A Resolution of the Council of the City of Kodiak Reestablishing a Record Retention Schedule as Authorized by Kodiak City Code 2.36. February 12, 1987.

11. **Kodiak Island Borough.**
Resolution Number 89-22-R. A Resolution Approving a Records Retention Schedule. May, 1989.

Ordinance Number 75-2-0. An Ordinance of the Assembly of the Kodiak Island Borough Providing for the Retention, Disposal and Microfilming of Public Records. April, 1975.

Resolution Number 75-14-R. A Resolution of the Assembly of the Kodiak Island Borough Adopting Record

Retention Schedules as Authorized by the Code of the Kodiak Island Borough Chapter 2.16 and by Ordinance Number 75-2-O.

Resolution Number 76-23-R. A Resolution of the Assembly of the Kodiak Island Borough Authorizing the Borough Clerk to Dispose of Certain Borough Records.

12. **Kotzebue.** (City)
Ordinance 81-14. An Ordinance Adding Chapter 2.76, Documents-Reports-Records to the Kotzebue City Code. December 10, 1981.

13. **McGrath.** (City)
Chapter 2.4. City Council Procedures. Section 3 Minutes; Section 4 Recording Meetings.

14. **Palmer.** (City)
Municipal Code. Chapter 2.44. Records Retention. Includes Establishing Records Management Program; Records Management Officer; Records Management Committee; General Records Retention Schedule.

15. **Seward.** (City)
General Records Retention Schedule. 1986.

Code Chapter 2.05. Records. 1988.

16. **Skagway.** (City)
Ordinance Number 84-14. Title 3. Section 3.01.030. Books and Records.

17. **Valdez.** (City)
Resolution No. 8766. A Resolution of the City Council of the City of Valdez, Alaska, Adopting a City Records Retention Schedule. December 21, 1987.

18. **Wasilla.** (City)
Code Ordinance. Serial No. 88-37. An Ordinance of the City of Wasilla, Alaska, Adding Chapter 2.76 Records Management Program to the Wasilla Municipal Code. January 9, 1989.

XI. RESOURCE PERSONS IN ALASKA

A. Local Government Employees

The following persons indicate they have records management expertise and are willing to be contacted for assistance.

Betty J. (Betz) Bonin
Borough Clerk
Bristol Bay Borough
P.O. Box 189
Naknek, Alaska 99633
Tel. 246-4224

Marcella H. Dalke, CMC/AAE
City Clerk
City of Kodiak
P.O. Box 1397
Kodiak, Alaska 99615
Tel. 486-8636

Iris Johnson
Records Manager
Fairbanks North Star Borough
809 Pioneer Road
P.O. Box 1267
Fairbanks, Alaska 99707
Tel. 452-4761

Lena E. Lincoln
City Clerk
City of Kotzebue
Kotzebue, Alaska 99752
Tel. 442-3401

Linda S. Murphy, CMC/AAE
City Clerk
City of Seward
P.O. Box 67
Seward, Alaska 99664
Tel. 224-3331

B. State Archives Employees

Alaska State Archives and Records Management Services (ARMS)
141 Willoughby Avenue
Juneau, AK 99801-1720
FAX 465-2465

Charles Childress
Records Analyst
Tel. 465-2276

Larry Hibpshman
Archivist
Tel. 465-2270

Virginia Newton
State Archivist and
Coordinator, State Historical Records Advisory Board
Tel. 465-2275

XII. PROFESSIONAL ASSOCIATIONS

Excellent publications on records management are available from several of these associations. In particular AASLH, AIIM, ARMA, IIMC should be contacted for their catalogs.

A. AASLH
American Association for State and Local History
172 Second Avenue North, Suite 102
Nashville, TN 37201
(615) 255-2971

B. AIIM
Association for Information and Image Management
Publications Sales
1100 Wayne Avenue, Suite 1100
Silver Spring, MC 20910
(301) 587-8202

C. ARMA
Association of Records Managers and Administrators
4200 Somerset, Suite 215
Prairie Village, KS 66208
(913) 341-3808 or 1-800-422-ARMA
FAX 913-341-3742

D. ICMA
International City Management Association
1120 "G" Street, N.W.
Washington, D.C. 20005
(202) 626-4628

E. IIMC
International Institute for Municipal Clerks
160 North Altadena Drive
Pasadena, CA 91107
(818) 795-6153

F. IRMC
International Records Management Council
22243 Miston Drive
Woodland Hills, CA 91364

G. NACRC
National Association of County Recorders and Clerks
Contact:
National Association of Counties
440 First Street, N.W.
Washington, D.C. 20003

(202) 393-6226

H. NAGARA — National Association of Government Archives and Records Administrators
c/o Bruce Dearstyne
Executive Director
New York State Archives
Albany, NY 12230
(518) 473-8037

I. NEDCC — Northeast Document Conservation Center
Abbot Hall
School Street
Andover, MA 0810-4099
(617) 470-1010

J. NLC — National League of Cities
1301 Pennsylvania Ave., N.W.
Washington, D.C., 20004
(202) 626-3210

K. OAH — Organization of American Historians
112 N. Bryan
Bloomington, IN 47401
(812) 337-7311

L. SAA — Society of American Archivists
600 South Federal, Suite 504
Chicago, IL 60605
(312) 922-0140

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Department of Education
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